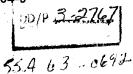
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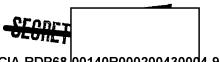
MEMORANDUM FOR:	Deputy	Director/Plans
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SUBJECT : Report on Class of Air Accommodations Utilized

25X1A

REFERENCE :	
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- 1. Pursuant to reference which was issued to request more use of less than first-class air accommodations, attached is a summary report by major components showing the extent of utilization of various classes of air accommodations for which travel vouchers were processed at Headquarters during the period 13 November 1962 to 31 March 1963.
- 2. You will note there has been some overall improvement by an increased use of less than first-class air accommodations in the first quarter of 1963 although somewhat more than half of all vouchers continue to reflect some use of first-class accommodations; however, in this connection it should be recognized that for some trips no less than first-class air accommodations are available. Notwithstanding the improvement evidenced by this summary report, in view of the Agency's overall objective of effecting savings in expenses, together with the emphasis being placed by Congress on the use of less than first-class air accommodations continued effort should be directed to further encourage the use of the most economical air accommodations available whenever feasible.
- 3. Attached to the summary report for such further analysis as you may wish to have made are copies of machine tabulations covering the same period which reflect summary travel data for the individual offices under your jurisdiction. Also attached for the same period are detailed listings of vouchers by name of the traveler.
- 4. Analyses of the summary reports by individual offices within major components indicate in some cases significant differences among the offices in the extent to which first-class accommodations are used exclusively; the information reflected in these reports affords no basis for determining whether such differences result from personal choice of the individuals traveling or from differences between offices in typical itineraries in relation to the availability for such itineraries of less than first-class accommodations. Any determination of the probable



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reasons for such variations and the reasonableness thereof is properly the responsibility of the management echelons directly concerned.

5. Please let me know if this Office can be of any assistance in your review of this matter.

25X1

JOHN A. BROSS Comptroller

Attachments

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**SECRET** UNCLASSIFIED Approved in ternal confidential CONFIDENTIAL CONFIDENTIAL CONFIDENTIAL ROUTING AND RECORD SHEET SUBJECT: (Optional) Report on Class of Air Accommodations EXTENSION 63-5857 Technical Accounting Staff 6D57 - Headquarters DATE 25X1 COMMENTS (Number each comment to show from whom DATE TO: (Officer designation, room number, and OFFICER'S to whom. Draw a line across column after each comment.) building) INITIALS FORWARDED RECEIVED 1. Comptroller Signature 6E69 - Headquarters 2. Sa MV, 186 1 ML, 363 Deputy Director/Plans 3 to s: Per telephone conversation. 3C34 - Headquarters 5. 25X1A9A 7. 25X1A9A 9. 10. 11. 12. 13. 15. CONFIDENTIAL 610 USE PREVIOUS FORM **SECRET** USE ONLY

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